



# **Members, Governors, Trustees Privacy Notice:**

## **How we use your information**

This privacy notice was updated on the 22<sup>nd</sup> February 2022 and should be read alongside our main privacy notice on our website at [www.thedeafacademy.ac.uk](http://www.thedeafacademy.ac.uk)

## Personal information we collect

We collect the following information about you:

- Your name, date of birth and contact details
- Governance details (such as your role, start and end dates)
- Outcome of your Disclosure and Barring Service (DBS) check and certificate number
- Health information (including COVID19 information), disability or dietary requirements you have chosen to share with us
- Material interests arising from relationships between governors and trustees or relationships between governors and Academy staff (including spouses, partners and close relatives)
- Personal statement when applying for the role and relevant training or qualifications
- Photographs and video recordings of you (such as official photographs, performances or events)
- Your image captured on our CCTV system when you are on Academy premises
- Your facial image captured on our electronic visitor management system
- Car registration number (if parked on our premises)
- Your consent preferences

## We need this information to:

- Comply with our legal obligations and governance standards in relation to Member, Trustee and Governor appointments
- Comply with the law regarding data collection or sharing (e.g. COVID19 data)
- Build a comprehensive picture of our governance and how it is deployed
- Inform relevant authorities, organisations and other relevant persons of our appointments
- Enable individuals to be kept informed of the governance training available to them, book them on the training and keep them informed about other relevant information regarding their appointment duties
- Respond to complaints, grievances and discipline investigations
- Assess the quality of our services
- Assist in crime prevention, detection and public safety
- Meet statutory duties placed upon us by the Department for Education

## Who we share information with

### Department for Education (DfE)

The DfE has a specific requirement for the Academy to share the details of our Chair of Trustees, via the DBS certification authorisation, where the Secretary of State for Education must countersign the certificate.

## **Our local authority**

We are required to share appointment and resignation information about our Principal, Chair of Governors and Clerk with our local authority. This is done by notifying Babcock who are contracted by the LA to maintain this information.

## **Companies House & Charities Commission**

The Trustees of Exeter Royal Academy for Deaf Education are also the directors of the charitable company for the purposes of company law. We are required to share information with Companies House and Charities Commission on who are Trustees and Directors are, appointment and resignation information and contact information.

## **The public**

We are required to publish certain personal information about our Members, Governors, Trustees on our website.

## **Police and law enforcement agencies**

We may be required to share information about any person we hold information about, to the police or other law enforcement agencies, to assist them in an investigation to prevent or detect a crime or safeguard individuals at risk.

## **Service providers**

We use companies that provide us with a service to help us run effectively as a school. The services we often receive are IT support, professional advice and support (e.g. Human Resources), legal advice, learning or teaching resources, communication services, catering or transport.

## **Our legal basis for collecting, using and sharing information**

The main legal bases we rely on when we process personal information are as follows:

- **It is necessary for us to perform a task which is in the public interest or to exercise our official duties**  
This broad legal basis is applicable to almost all the processing we do involving personal data.
- **It is necessary for compliance with a legal obligation**  
This is applicable where a specific law requires us to collect or share personal data This will include sharing data with the Department for Education (DfE) and the local authority.
- **The data subject has given their consent**  
Consent is not required for most of the processing we do, however, there are occasions when we ask for consent, for example, if we want to publish your headshot photograph. Where we are processing your data with your consent, you have the right to withdraw

that consent. If you change your mind, or if you are unhappy with our use of your personal data, please let us know by contacting us.

- **The processing is necessary to protect the vital interests of the data subject or someone else**

This is applicable where a person's life could be at risk and we need to share or make available information to help them. This could involve sharing serious allergy information with staff, paramedics or other medical professionals, or other information requested by the police or social services, to assist them in their enquiries to protect that person.

When we process 'special category' data, we must have another legal basis. Special category data is personal data which reveals a person's racial or ethnic origin, political opinion, religious or philosophical beliefs, trade union membership, genetic data, biometric data (such as fingerprints), health, sex life or sexual orientation. The main legal bases we rely on when we process this type of data is as follows:

- **The data subject has given explicit consent**  
This is usually applicable where we ask for health or dietary information.
- **The processing is necessary for performing any right or obligation which is imposed on the organisation in relation to employment, social security and social protection law (e.g. safeguarding individuals at risk; protection against unlawful acts; prevention against fraud)**  
This is usually applicable where we are performing our duties in relation to health and safety and safeguarding.
- **It is necessary to protect the vital interests of any person where the data subject is physically or legally incapable of giving consent**  
This could be relied upon in situations where someone has become seriously ill on our premises and we are asked by medical practitioners (such as paramedics), to share information we know about that person's health or allergies.
- **The processing is necessary for the establishment, exercise or defence of legal claims**  
We may share or use special category data where legal action is being considered or underway.
- **The processing is necessary in the substantial public interest**  
This may be relied upon in circumstances such as where our processing is necessary to safeguard children or others at risk or where we respond to requests from the Police or law enforcement bodies, to assist in an investigation to prevent or detect an unlawful act.

This list is not exhaustive.

## How we protect your information

We take our security responsibilities seriously in order to protect your personal data from accidental or unlawful access, disclosure, loss, damage or destruction. For example:

- Access to our data is on a strict need to know basis

- Our electronic records are held on encrypted servers
- We use up to date virus and malware protection software; security patches are applied promptly and we back up our data regularly
- Our sensitive paper files are locked away with restricted access to the keys
- Our Members, Governors and Trustees are subject to Disclosure and Barring Service (DBS) checks and understand their duty of confidentiality
- We have policies, procedures and training around data protection, security, record disposal and confidentiality
- We have strict visitor management security procedures in place
- We use encrypted email or secure file sharing platforms to share confidential personal data with external organisations
- We carry out due diligence checks on our service providers and Data Protection Impact Assessments, where required.

## Storing personal data

The personal information we collect and store is essential for our organisation's operational use. We only keep personal information for as long as we need to, and where it is necessary to comply with any legal, contractual, accounting or reporting obligations. After this period, we delete or securely destroy personally identifiable data.

For more information about how long we keep personal data for, see our Record Retention Schedule.

## Your data protection rights

You have the following rights under the data protection laws:

- The right to be told how your personal data is being processed (this information can be found in our privacy notices)
- The right to request access to your personal data
- The right to rectify personal data held about you which is inaccurate or incomplete
- The right to have your data erased in certain circumstances
- The right to restrict the processing of your information in certain circumstances
- The right to object to your information being used for public interest or direct marketing purposes
- The right to ask that your personal data is transferred from one organisation to another or given to you, in certain circumstances
- The right to complain to the organisation processing your personal data if you are not happy with the way it has been handled, and to escalate this to the Information Commissioner if you remain dissatisfied.

To exercise these rights, please contact the Executive Assistant to Trustees and Governors. You are not usually required to pay a fee and can expect to receive a response within one calendar month. Further information about your data protection rights can be found on the Information Commissioner's Office website at [www.ico.org.uk](http://www.ico.org.uk)

## Your right to complain

We work to high standards when it comes to processing your personal information. We hope you will always be happy with the way we handle your information, however if we have not

met your expectations, please let us know so we can put things right. To do this, please email [reception@thedeafacademy.ac.uk](mailto:reception@thedeafacademy.ac.uk). If you would like to make a formal complaint, our complaints policy and procedure is available on the Academy's website in the Policies and Reports section.

## Contact Us

the Deaf Academy, 1 Douglas Avenue, Exmouth, Devon, EX8 2AU

Phone: 01395 203130

BSL users, text only to: 07398248306

Email: [reception@thedeafacademy.ac.uk](mailto:reception@thedeafacademy.ac.uk)

## Data Protection Officer

Our Data Protection Officer (DPO) is Claire Quick. If you have any queries about this privacy notice or any matter relating to the handling of your personal data, you can contact our DPO at [cquick@thedeafacademy.ac.uk](mailto:cquick@thedeafacademy.ac.uk).

## Changes to this privacy notice

We may need to update this privacy notice periodically, so we recommend that you revisit this information from time to time. This version was last updated on [\[22/02/22\]](#)